

## ATTACHMENT 3

### Rounding guidelines for personal care services

Time units are calculated based on rounding accumulated minutes of service for each day. The following chart illustrates the rules of rounding and gives the appropriate billing unit.

Accumulated time	Unit(s) billed
1-22 minutes	1.0
23-37 minutes	2.0
38-52 minutes	3.0
53-67 minutes	4.0
68-82 minutes	5.0
83-97 minutes	6.0
98-112 minutes	7.0
113-127 minutes	8.0
Etc.	9.0+